

14 May 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 23 APRIL 2023

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. **Guests:** Craig McKenney, Amy Scott, Kolton McKenney, Silas Kahler, Liam Scott. **Absent:** None.

1. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(F) *discussion of confidential records*) at 1901 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
2. The board came out of executive session at 1917 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved the minutes of 9 April 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
4. The board approved payroll for 9 April 2024 & 16 April 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
5. The board approved transactions for 8 April 2024 through 19 April 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
6. **ADMINISTRATION**– The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 23 April 2024*. Billing for routes 3,4, and 13 to be released on 1 May 2024 has a value of \$515,836.53. During the previous period the district received no new service applications but added (1) new annual account and two (2) new seasonal accounts to the system.
7. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

No change in status
8. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
 - a. **Human Resources (HR)**– Since the previous report the district had successfully negotiated with, and hired a new NRPM who would begin around 1 July 2024. Her name is Rebecca Jacobsen, and she is currently the executive director ED for the Knox-Lincoln Soil and Water Conservation District.

The advertisement for a replacement UT is in its second week of regional advertisement and so far we have received two applications.

- b. **Training Update** –No change in status.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 23 April 2024	
Account	Balance
Business Checking	\$ 27,351.06
Deposit Sweep Account	\$ 497,279.59
Liquidity Total	\$ 524,630.65
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,351.06
Land Acquisition Fund	\$ 2,517.46
Capital Reinvestment Fund	\$ 483,280.38
Mt Dora Easement Escrow	\$ 4,791.24
Southport Sinking Fund	\$ 74,671.81
EBB Upgrade 91-20	\$ 62,324.97
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,320.06
TOTAL CASH RESERVES	\$ 1,189,950.71

- 9. **TREATMENT DIVISION (TD)** –The manager reported raw water quality continued to improve. Filter train efficiency for filter performance has improved to 100%, with clarifier performance remaining at 100%. For the previous period, finish water production averaged 0.3814 MGD, exceeding that of the same period in 2023 which averaged 0.3564 MGD. Key chemical additions remained normal.
- 10. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continued to deal with disaster recovery, normal job orders, continuous improvement to the year-round water system and regulatory compliance activities.
 - a. **Seasonal Startup Status Report** – Since the previous report the seasonal system has been started with all direct customers of the BRWD on-line. The summer season was now ready to begin. The manager then informed the board that the district had not been able to get water to Squirrel Island. DD personnel had attempted to establish service the previous week and found the SIVC water main was leaking 8 cubic feet per minute or 60 gallons per minute. The manager informed the board that staff were having trouble finding a commercial diver, with the regular diver temporarily injured. That said, the manager remained confident the district would have water to Squirrel Island by the 1 May 2024 start-up date.

The manager then informed the board that seasonal turn-on had been an all hands event this year, and recognized the TD and Customer Services Representative, Trevor Morin for stepping up and filling manpower gaps within the DD.

- b. **Hard Boom Delivery** – The manager reported the district had taken delivery of 1,000 feet of hard boom. The manager was attempting to schedule a meeting with the Boothbay Fire Department (BFD) to find a permanent landing place for this material so it can be best utilized in emergency situations.
11. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
12. **LAND ACQUISITION UPDATE** –No change in status.
13. **CAMERON POINT SEASONAL WATER MAINS** –No change in status.
14. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that since the previous meeting the contractor had completed all the services on Montgomery Road and completed the underdrain repairs previously reported. In addition, the contractor was now working on the final installation along Route 96, with an additional 400 feet of 16” HDPE installed and crews continuing the final push.
15. **FILTER WASTE RECYCLING PROJECT** – No change in status
16. **SOLAR POWER** –No change in status
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status
18. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
19. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager reported that he had promised letters of support for the various grants both the YMCA and CMBG were applying for.
20. **AFFORDABLE HOUSING PROJECTS** – No change in status
21. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status
22. The meeting was adjourned at 1645 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan Ziegler
General Manager